

Method Statement

Construction Method Statement

The Locomotive
5 Terminus Road
Littlehampton
BN17 5BS

1: Scope of Works:

As part of the works at The Locomotive, 5 Terminus Road, Littlehampton. BN17 5BS, The Contractor is to carry out works that may produce dust. In the task section of this method statement shall be the methodology of how these works are to be carried out.

2.1: Hazards and risks:

- Use of hand tools – Hammer, chisel, trowel etc.
- Use of cementitious products
- Use of a disc cutters, breakers,
- Dust from cutting blocks/bricks/tiles/slates
- Use of Plaster products

2.2: People affected

- Operatives
- Personnel working in close proximity to working area
- General Public

3: Task

Checks/Pre-works

1. Checks to all hand tools to ensure they are fit for use/purpose carried out by operatives before use.

Procedure

2. Bricks/blocks delivered to site via relevant flatbed lorry.
3. Materials offloaded via relevant grab and hiab.
4. Materials stored in specified area on site. Cementitious and plaster products to be dry stored where possible
5. Materials moved to area of work as and when required.
6. Disc cutter or relevant hammer and chisel used to cut brick/block work where required. Dampening down materials prior to cutting
7. Relevant PPE including eye protection worn to protect from projectiles when carrying out cutting on block/brick and concrete work
8. Cutting of brick/blocks carried out outside in naturally ventilated areas.
9. Cut resistant gloves worn when handling materials.
10. 110V Mini mixer used to mix mortar (if required).
11. Concrete slab to be power floated after casting. No screed required
12. Use of gauged ready mixed cementitious products to be used where possible

4: Inspection

All mobile plant is subjected to thorough inspections under PUWER/LOLER regulations.

All mobile plant undergoes pre-use inspections with defects being reported to site manager/supervisor.

Defective equipment is withdrawn from service and replaced or repaired where necessary.

All other equipment to undergo a pre-use inspection check and all major defects reported immediately. Equipment with major defects are withdrawn from service and replaced where necessary.

5: General

1. All workers and visitors to report to the Main Office and sign in. Personnel undertaking any work on site will have a full and thorough induction carried out by the Contractor
2. The area where work is to be carried out will be segregated using barriers and a designated walkway will be assigned if required/work impedes access
3. Access to the direct area of work will be on foot. Designated parking areas are to be used at all times.
4. A banks man shall be used when site deliveries are required.
5. All transport shall be arranged by the Contractor via liaising with relevant site management.
6. Materials will be routinely removed to avoid waste build up and unnecessary dust
7. Lorries, removing all arising material from site, when leaving and onsite will be assisted by a banksman.

6: Monitoring

- H&S Advisor of the Contractor shall carry out investigations in the event of an accident/incident.
- All records of an accident shall be recorded in the accident book.
- Relevant authorities (HSE) shall be notified in the event of RIDDOR/major accident or dangerous occurrence.
- Site Manager shall monitor procedures carried out by operatives on site and stop proceedings if any there is any deviation away from Method Statements.
- Health and Safety Advisor shall undertake random site inspections, record findings and issue improvements where necessary.
- SWP monitoring shall be undertaken by H&S Advisor randomly.

7: Environmental

1. Waste shall be taken to a registered hazardous waste acceptance site.
2. Any hazardous waste transported by Heron Consultants shall have a hazardous waste consignment note.
3. Any muck away/spoil material shall be removed from site and disposed of at relevant waste site.
4. Waste carrier's licence – TBA

8: Noise

1. Work undertaken in daytime hours only to the site stipulations.
2. Works only undertaken in the confines of the site.
3. Hearing protection shall be supplied to operatives if exposed to levels above 85db
4. Areas where noise exposure is above 85db shall be clearly signed



9: Mobile plant & equipment to be used:

The plant and equipment that the Contractor expect to use:

- Hiab delivery lorry with relevant lifting attachments
- Relevant hand tools specified in SWP – trowel, hammer, chisel
- Mini mixer (if required)
- Disc cutter (if required)
- Angle Grinders

All plant will have been serviced regularly and inspected daily by the operative and any defects reported back to the management.

10: Personnel Protective Equipment:

The following items will be worn at all times by all of the Contractor operatives.

Hard Hats. These hard hats are CE certified and compliant to EN397 (for external works).

Steel toe capped boots: They will be compliant to EN 345, 200 Joules and have steel midsole to prevent piercing from sharp objects should the boot be placed on them.

High Visibility Vests: These will be replaced once they become damaged, discoloured or washed more than the manufacturer's recommendations. They also CE certified and EN 471 CLASS TWO.

Eye Protection: Supplied new by Heron Consultants these are compliant with EN166 1.F. They will be replaced when they become scratched or damaged.

Hand Protection: Gloves will be supplied new by Heron Consultants they are compliant to EN 388.

11: Additional PPE:

RPE – FFP3 standards.

Face screen protection – EN 166 1F3

Hearing protection– EN 352

12: Emergency Procedures:

The Site Manager for the Contractor shall be qualified to SMSTS standard.

All accidents/incidents are to be reported to Site Management and PC Management notified where appropriate.

All accidents/incidents shall be investigated by Heron Consultants' Health and Safety Advisor

13: COSHH

Any substance that is required in the undertaking of this job will have a COSHH assessment written up, deriving from the COSHH data sheet provided by the manufacturer

COSHH Assessment – See COSHH register.

14: Permits to work;

N/A

15: Supporting Documentation:

RA – 1.1, 1.2, 1.4, 4.2, 9.3

SWP – 1.1, 4.1, 4.2, 9.3

16: Welfare

Existing on site welfare facilities will be used by employees.

17: Method Statement Briefing Record:

The following operatives have received the Contractor's induction to the site. This method statement has been issued to them, they have read it and understand and accept its contents.

Date	Name (Print)	Signed

Other Method statements issued in accordance with this method statement for specific tasks have been issued with competency assessments being undertaken to ensure methodology has been understood.

18: Amendments

- If deviation from this method statement is required, work shall cease. Amendments shall be made to the method statement by either the Contractor Manager or the Contractor's Health and Safety Advisor prior to work recommencing.
- All amendments shall be approved by the Contractor's Management prior to work recommencing.
- All amendments shall be relayed to site operatives prior to work recommencing